

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service					4. Employing Office Location					5. Duty Station					1. Agency Position No.														
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date				
a. Office of Personnel Management																																		
b. Department, Agency or Establishment					Range/Forestry Technician (Fire)					GS					455/462					09					5/7/2004									
c. Second Level Review					Department of the Interior, FLERT Specialist																													
d. First Level Review					This PD has been approved as follows under 5 USC 6336(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy Approval Date <u>October 26, 2004</u>																													
e. Recommended by Supervisor or Initiating Office																																		
16. Organizational Title of Position (if different from official title) Prescribed Fire/Fuels Technician										17. Name of Employee (if vacant, search)																								
18. Department, Agency, or Establishment Department of the Interior										c. Third Subdivision																								
a. First Subdivision BIA BLM FWS NPS										d. Fourth Subdivision																								
b. Second Subdivision										e. Fifth Subdivision																								
										(Signature of Employee (optional))																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																																		
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																		
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature _____ Date _____										Signature _____ Date _____																								
21. Classification/Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position Range Technician Series, GS-455 Dec 91 TS-111 Forestry Technician Series, GS-462 Dec 91 TS-111 Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111 Introduction to the Position Classification Standards July 1999 HRCD-7																								
Typed Name and Title of Official Taking Action BIA BLM FWS NPS HR Manager Specialist										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
Signature _____ Date _____																																		
See Remarks										5/7/04																								
23. Position Review					Initials					Date					Initials					Date					Initials					Date				
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		
24. Remarks Allison Beard BIA Fodd Ryan BLM Dawn Phillips FWS Debbie Burton Orton NPS																																		
25. Description of Major Duties and Responsibilities (See Attached)																																		

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Previous Edition Usable

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U.S. Office of Personnel Management
FPM Chapter 295

*Agency Use Code should be entered in FPPS in the last six spaces of the Position Allocation Number.